
Test Information and Distribution Engine User Guide

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Prepared by Cambium Assessment, Inc.®



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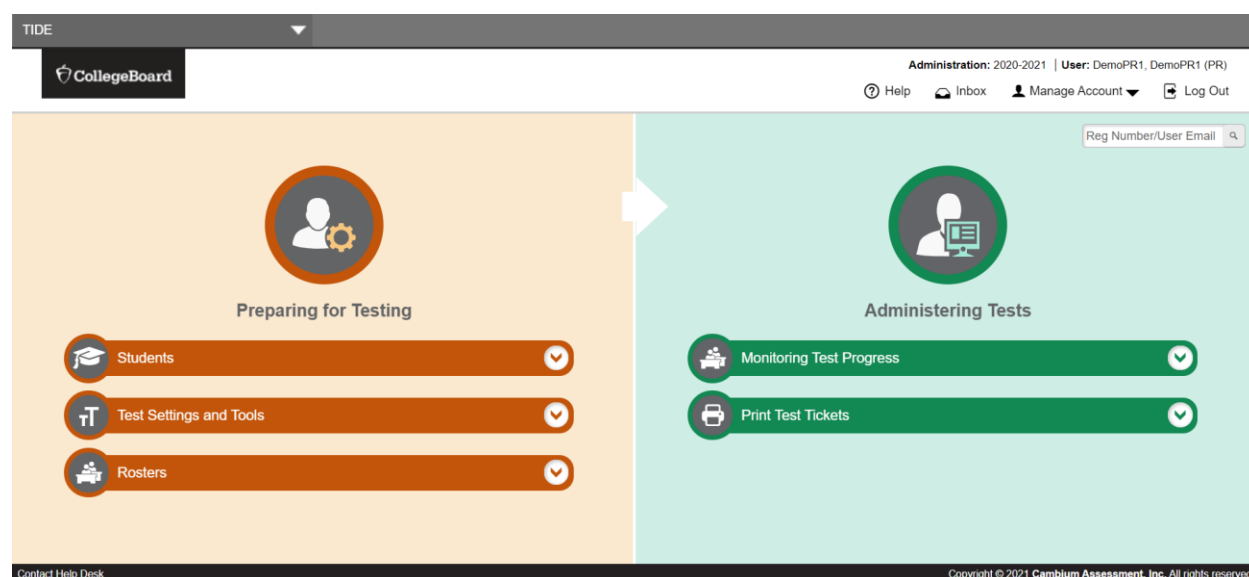
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Introduction to TIDE

This user guide provides instructions on how to use TIDE.

At its core, TIDE is a registration system for users who will access CAI systems. Users of all CAI systems must be added to TIDE before they can access any CAI system. Students must be loaded into TIDE, through bulk registration, before they can take a College Board digital assessment test in the Test Delivery System (TDS). During testing, TIDE users can print test tickets and monitor test progress.

Figure 1. TIDE Dashboard



Based on your user role, you can use TIDE to perform the following tasks:

- You can add new **users** or modify existing **user accounts** in TIDE so district and school personnel can access TIDE and other CAI systems. Users must be registered in TIDE to access other CAI systems.
- You can modify existing **student accounts** so students can take the correct tests with the correct test settings at the correct time. Students must be registered in TIDE to test in TDS.
- You can add new **rosters** or modify existing rosters. Rosters represent classes or other groups of students.
- You can print hard-copy **test tickets** that include a student's user name so the student can log in to a test.
- You can view your district's or school's progress in **starting and completing tests** and **participation rate**.

TIDE divides tasks by user role. Users with higher roles will have access to more tasks in TIDE than users with lower roles. District-level users have access to the most tasks, followed by Digital Administrators

(DA) and Proctors (PR). The structure of this guide is based on user role. It includes the following sections:

- **How to Activate Your Account and Log in to TIDE**
- **How District-Level Users Perform Tasks in TIDE**
- **How Digital Administrators (DA) Perform Tasks in TIDE**
- **How Proctors (PR) Perform Tasks in TIDE**

There is also an [Appendix](#) with additional information and instructions.

Three Things TIDE Users Must Know How To Do

Records for users, students, and rosters must be added to TIDE and kept up to date for the testing process to flow properly. Users not added to TIDE will not have access to any CAI systems. Students not added to TIDE will not be able to test. The process for adding and modifying records in TIDE is user-friendly because it's basically the same no matter your user role or which type of record you want.

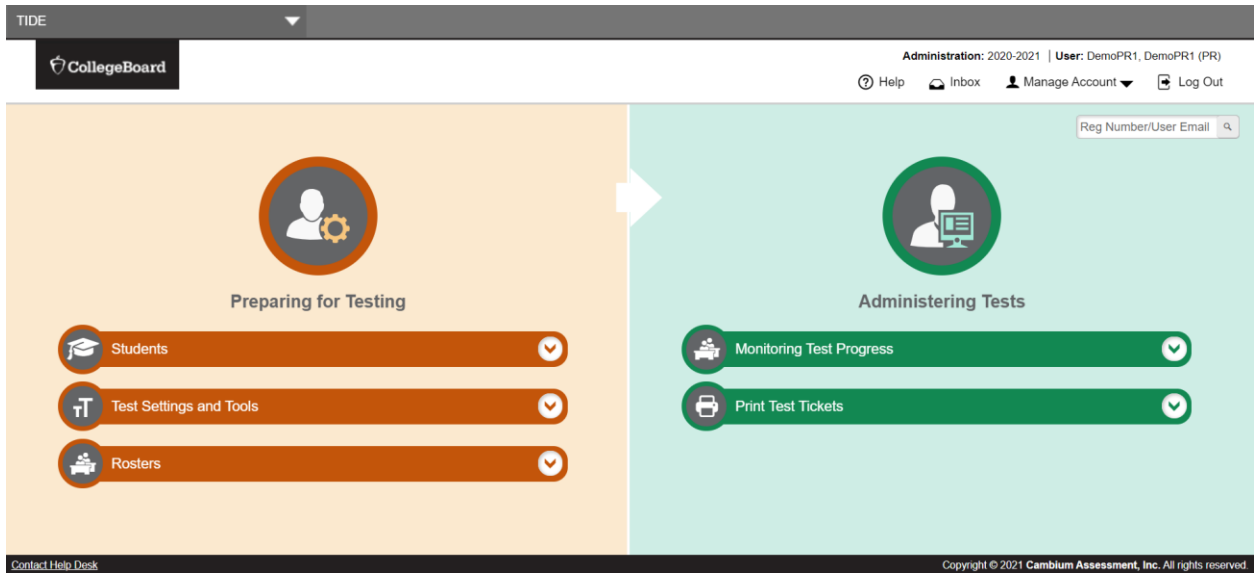
TIDE users should be familiar with the following actions. (Please note, depending on your role, permissions will be different. [User Role Permissions](#) can be found in page 52 of the Appendix of this guide.)

- **Adding** new records or **modifying** existing records one at a time.
- **Adding** multiple new records or **modifying** multiple existing records all at once through **file upload**.

How to add records one at a time

1. Start at the dashboard that appears when you first log in to TIDE, select the task for which you want to add a new record, and select **Add**.

Figure 2. TIDE Dashboard



2. On the page that appears, fill out the information, verify its accuracy, and select **Save**.

Figure 3. Add User

Add User

i Use this page to add users to assessment systems. [more info](#)

PERSONNEL

*Email Address:

[+ Add user or add roles to user with this email](#)

Figure 4. Add Roster

Add Roster

i Use this page to add rosters. [more info](#)

[Save](#) [Cancel](#)

Search for Students to Add to the Roster

*State:

*District:

*School:

Administration:

Registration Number:

Student's Last Name:

Student's First Name:

Birth Date (MMDDYYYY):

Grade:

Gender:

Local School ID:

[+ Advanced Search](#)

[Search](#)

How to modify existing records one at a time

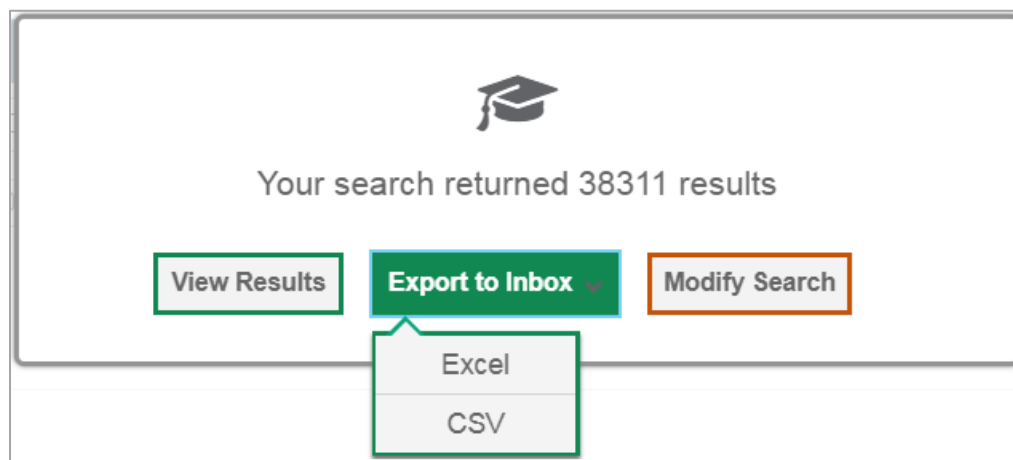
You can view and edit existing records one at a time or multiple existing records all at once through file export. If a record's information changes after you've added the record to TIDE, you must edit the record to match the most up to date information. You can also delete records from TIDE.

1. Begin by searching for the record you want to modify. Start at the dashboard that appears when you first log in to TIDE, select the task for which you want to search for records, and select **View/Edit/Export**. Fill out the form that appears and select **Search**.

Figure 5. View/Edit/Export Student

2. A pop-up window appears, allowing you to view or export search results or modify your search. To view and edit search results, select **View Results**. To export all search results to the inbox from the pop-up window, select **Export to Inbox** and then select either **Excel** or **CSV**. The search results will be exported to your inbox and you will return to the search form. Please note the View Results button may be disabled if the search results contain records from all districts or all schools.

Figure 6. Search Results



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
- If you select **View Results**, the search results will appear in a table. To edit individual records, select the edit button by the record you want. To export records, mark the checkbox by that record and select .

Figure 7. View/Edit/Export Student Search Results

Number of students found: 103

Enter search terms to filter search results

1-50 of 103 records | Page: 1 of 3

| Edit | School Information | | | Demographics | | | | | | | | | | State or College Board Approved Accommodations | | | Test Time and Breaks | Reading / Seating Test | |
|------|--------------------|----------|--------|----------------------------|----------------|---------------------|-----------------|---------------------|----------------------|--------------------------|-----------------------|-------|--------|--|----------------|-----------------------------|-------------------------------|------------------------|-------------------------------------|
| | State | District | School | Attending Institution Code | Administration | Registration Number | Essay Indicator | Student's Last Name | Student's First Name | Student's Middle Initial | Birth Date (MMDDYYYY) | Grade | Gender | Local School ID | Accommodations | Non-Embedded Accommodations | English Learner (EL) Supports | Test Time and Breaks | Test-to-Speech/Assistive Technology |
| | | | | | | | | | | | | | | | | | | | |

How to add or modify multiple records at once

Rather than adding or modifying records one at a time, you may want to add or modify multiple records all at once. File upload allows you to do this. Records not previously set up in TIDE will be added to TIDE through file upload. Records already set up in TIDE will be modified with the updated content from the upload. To upload records, you must be familiar with spreadsheet applications and/or comma-separated value (CSV) files.

- Start at the dashboard that appears when you first log in to TIDE, select the task for which you'd like to upload records, and select **Upload**. An upload screen will appear where you can download a template file.

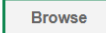
Figure 8. Upload Roster


Upload Rosters

1. Upload 2. Preview 3. Validate 4. Confirmation

Use this page to upload a file of rosters you want to add or modify. [more info](#)

Step 1: Upload File

Choose File 

 Download Templates

CSV

EXCEL

- Once you've downloaded and filled out the template file, return to the upload screen, select **Browse**, locate the file on your computer, and upload it to TIDE. Select **Next**. The upload preview screen appears.

Figure 9. Upload Roster Preview Page



Upload Rosters

1. Upload 2. Preview 3. Validate 4. Confirmation

Verify you uploaded the correct file. Click Next. If the values in the columns are incorrect, try re-creating your upload file using one of the available templates from the previous Upload Rosters page.

Step 2: Preview

| Row Number | DISTRICT_ORG_ID | ORG_ID | Proctor's Email | Roster Name | Registration Number | Action |
|------------|-----------------|--------|-----------------|-------------|---------------------|--------|
| 1 | 960000 | 960001 | CB_PR@demo.user | Test | 9600001006 | Add |

 Next  Cancel

- Once you've verified the information on the preview screen, select **Next** again. The validation screen appears.

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Figure 10. Upload Roster Validation Page

Upload Rosters

1. Upload 2. Preview 3. Validate 4. Confirmation

[Download Validation Report](#)

Review the validation results, then click **Continue with Upload**. [more info](#)

Step 3: Validate

Legend: ▲ Error: The file can be uploaded, but this row will not be included. ▲ Warning: This field is invalid, but the row will be uploaded.

| Row Number | DISTRICT_ORG_ID | ORG_ID | Proctor's Email | Roster Name | Registration Number | Action |
|------------|-----------------|--------|-----------------|-------------|---------------------|--------|
| 1 | 960000 | 960001 | ▲ | Test | 9600001006 | Add |

[Continue with Upload](#)
[Upload Revised File](#)
[Cancel](#)

4. The validation screen shows errors or warnings associated with your uploaded file. To continue with the upload despite these errors or warnings, select **Continue with Upload**. The confirmation screen appears. To revise the file before uploading, select **Upload Revised File**. To upload a new file from the confirmation screen, select **Upload New File**.

Figure 11. Upload Roster Confirmation Page

Upload Rosters

1. Upload 2. Preview 3. Validate 4. Confirmation

Step 4: Confirmation

Results: 0 records are committed.

[Upload New File](#)

How to Activate Your Account & Log in to & out of TIDE

Your TIDE administrator creates your account, and then TIDE sends you an activation email. This email contains a link that takes you to the **Reset Your Password** page in TIDE where you can set up your password for logging in to TIDE and other applicable CAI systems. This link expires 15 minutes after the email was sent. If you do not set up your password within 15 minutes, you need to request for a new link as described in the section “[Password Information](#)” in the appendix.

If you do not receive an activation email, check your spam folder. Emails are sent from DoNotReply@cambiumassessment.com, so you may need to add this address to your contact list.

At the beginning of a new school year, your TIDE password and security details will be automatically reset. You will receive an email from DoNotReply@cambiumassessment.com to notify you of this occurrence and to alert you that you will not be able to log in to TIDE or any other system until you reactivate your account for the new school year. Follow the instructions in the section “How to reactivate your account” below to reactivate your account for the new school year.

How to activate your account

1. Select the link in the activation email. The **Reset Your Password** page appears (see [Figure 12](#)).
2. In the *New Password* and *Confirm New Password* fields, enter a new password. The password must be at least eight characters long and must include at least one lowercase alphabetic character, one uppercase alphabetic character, one number, and one special character (e.g., %, #, or !).
3. Select **Submit**.

Account activation is complete. You can proceed to TIDE by selecting the **Sign In To TIDE** option (see [Figure 13](#)) on the College Board’s Digital Testing Portal (digitaltesting.collegeboard.org).

Figure 12. Reset Your Password Page

How to log in to TIDE

Do not share your login information with anyone. All College Board systems provide access to student information, which must be protected in accordance with federal privacy laws.

1. Navigate to the College Board Digital Testing Portal (digitaltesting.collegeboard.org).
2. Select the option to **Sign In To TIDE** ([Figure 13](#)). The **Login** page appears (see [Figure 14](#)).

Figure 13. Sign In to TIDE Button



3. On the **Login** page, enter the email address and password you use to access all CAI systems.

Figure 14. Login Page

The login page features a white background with a blue header area containing the word "Login" in white. Below the header is a light gray rectangular box. Inside this box, there are two input fields: the first is labeled "Email Address" with a person icon to its left, and the second is labeled "Password" with a padlock icon to its left. Below the password field is a red, underlined link that says "Forgot Your Password?". At the bottom of the gray box is a dark blue button with the white text "Secure Login".

4. Select **Secure Login**.
 - a. If you have not logged in using this browser before, or if you have cleared your browser cache, the **Enter Code** page appears (see [Figure 15](#)) and an email is sent to your address. This applies every time you access TIDE with a new browser. The email contains an authentication code, which you must use within fifteen minutes of the email being sent.
 - i. In the *Enter Emailed Code* field, enter the emailed code. If the code has expired, Select **Resend Code** to request a new code.
 - ii. Select **Submit**.

Figure 15. Enter Code Page

The ***Dashboard*** for your user role appears. Depending on your user role, TIDE may prompt you to select a role, state, district, or school to complete the login.

Working with TIDE in more than one browser tab or window may result in changes in one tab overwriting changes made in another tab. Do not have more than one TIDE browser tab or window open at one time.

How to log out of TIDE

- In the TIDE banner (see [Figure 16](#)), select **Log Out**.

Figure 16. Log Out



Logging out of TIDE logs you out of most College Board systems. However, you will not be logged out of the TA Interface in order to prevent the accidental interruption of active test sessions.

How District-level Users Perform Tasks in TIDE

District-level users can perform most of the tasks available in TIDE. Some of these tasks must be performed before testing begins, some must be performed during testing, and some must be performed after testing.

How District-level Users Perform Tasks in TIDE Before Testing Begins

Before testing begins, district-level users have access to the following tasks in TIDE, but Digital Administrators (DA) must complete them before testing can begin:

- Set up **user accounts** for school-level users so they can log in to TIDE and other CAI systems. If user accounts are not set up before testing begins, those users will not be able to access any CAI systems.
- Set up **student accounts** so students can take the correct tests with the correct test settings at the correct time. If student accounts are not set up in TIDE before testing begins, those students will not be able to test.

How District-level Users Set Up User Accounts in TIDE

District-level users can set up user accounts for Digital Administrators (DA) to sign in to TIDE and other CAI systems. If these users don't have accounts set up in TIDE, they will not be able to access any CAI systems.

How district-level users add new user accounts one at a time


You can add users to TIDE one at a time. To learn more about adding records to TIDE one at a time, see the section "[How to add records one at a time](#)" in the Introduction.

1. From the **Users** task menu, select **Add Users**. The **Add Users** page appears.

Figure 17. Add User



2. In the *Email Address* field, enter the new user's email address and select **+Add user or add roles to use with this email**. Additional fields appear.
3. Enter the new user's first and last names in the required fields and other details in the optional fields.

Figure 18. Add User – Additional Fields

4. From the **Role** drop-down, select a role. From the drop-downs that appear, select a state, district, and school, if applicable.
5. *Optional:* To add multiple roles, select **+Add More Roles** and repeat step 4.
6. *Optional:* To delete a role, select  next to that role.
7. Select **Save**. In the affirmation dialog box, select **Continue** to return to the **Add Users** page. TIDE adds the account and sends the new user an activation email from DoNotReply@cambiumassessment.com.

How district-level users modify existing user accounts one at a time

You can view and modify existing user accounts one at a time or multiple existing user accounts all at once through file export. If a user's information changes after you've added the user to TIDE, you must edit the user account to match the most up to date information. If the user's account does not include the most up to date information, the user may not be able to access other CAI systems or features within those systems. You can also delete users from TIDE.

1. From the **Users** task menu, select **View/Edit/Export Users**. The **View/Edit/Export Users** page appears.
2. Retrieve the individual user account you want to view, edit, export, or delete by following the procedure in the section "[How to modify existing records one at a time](#)" in the Introduction.
3. In the list of retrieved user accounts, select  for the user whose account you want to view or edit.
4. If your role allows it, modify the user's details as required, using the table "[Fields in the View/Edit/Export Users Page](#)" in the appendix as a reference.
5. *Optional:* To add more roles for this user, select **+Add More Roles** and then follow the steps as described in the section on adding individual users.
6. *Optional:* To delete a role, select  next to that role. You can also delete the user's entire account from the search results table.

7. Select **Save**.
8. In the affirmation dialog box, select **Continue** to return to the list of user accounts.

How district-level users add or modify multiple user accounts all at once

You can also add or modify multiple user accounts all at once through file upload as shown in the section “[How to add or modify multiple records at once](#)” in the Introduction.

1. From the **Users** task menu, select **Upload Users**. The **Upload Users** page appears.
2. Following the instructions in the section “[How to add or modify multiple records at once](#)” in the Introduction and using the table “[Columns in the User Upload File](#)” in the appendix as a reference, fill out the template and upload it to TIDE. Users who have not previously been set up in TIDE will be added in TIDE. Users who already have accounts set up in TIDE will have their accounts modified with the updated content from the upload.

How District-level Users Modify Student Test Settings for Testing

Students must be registered in TIDE to be eligible to test in TDS.

Figure 19. Fields in the Add Students Form (top portion)

Add Students
 Use this page to add students with temporary IDs to assessment systems. [more info](#)

Save **Cancel**

Demographics

*State: -- Select -- *Grade: - Select -

*District: -- Select -- *Gender: - Select -

*School: -- Select -- Local School ID:

*Administration: - Select - Student Street Address:

*Essay Indicator: ☐ Yes ☐ No Student City:

*Student's Last Name: Student State: -Select-

*Student's First Name: Student Zip Code:

Student's Middle Initial:

*Birth Date (MMDDYYYY):

How district-level users modify existing student accounts one at a time

You can view and edit detailed information about a student’s record. You can also view a student’s test participation report, if available.

1. From the **Students** task menu on the TIDE dashboard, select **View/Edit/Export Students**. The **View/Edit/Export Students** page appears.
2. Retrieve the individual student account you want to view, edit, or export by following the procedure in the section “[How to modify existing records one at a time](#)” in the Introduction.


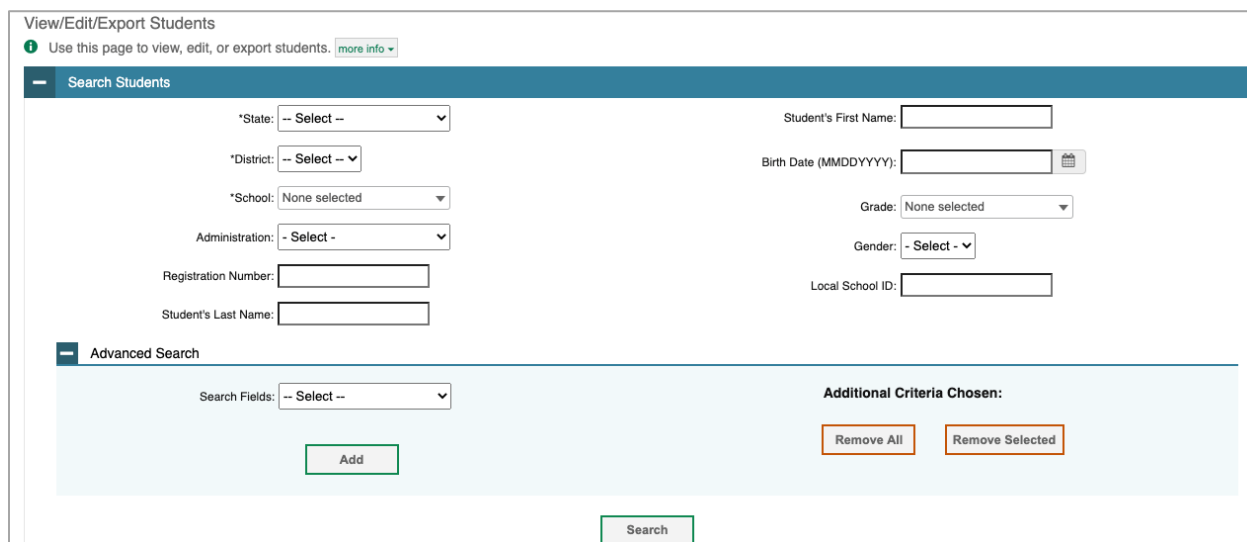
3. In the list of retrieved students, select  for the student whose account you want to view. The **View/Edit Students: [Student's Name]** form appears.

Figure 20. View/Edit/Export Students



View/Edit/Export Students

Use this page to view, edit, or export students. [more info](#)

Search Students

*State: -- Select --

*District: -- Select --

*School: None selected

Administration: - Select -

Registration Number:

Student's Last Name:

Student's First Name:

Birth Date (MMDDYYYY):

Grade: None selected

Gender: - Select -

Local School ID:

Advanced Search

Search Fields: -- Select --

Add

Additional Criteria Chosen:

Remove All Remove Selected

Search

4. From the *Participation Student* panel, view the student's test participation report, if available.
5. If your user role allows it, modify the student's record as required.
 - In the *Demographics* panel, modify the student's demographic information, using the table "[Fields in the Demographics Panel](#)" in the appendix as a reference.
 - In the available test settings and tools panels, modify the student's test settings, using the table "[Fields in the Test Settings and Tools Panels](#)" in the appendix as a reference. The test settings are grouped into categories, such as Test Time and Breaks, Reading/Seeing Text, and the Four-Function Calculator (to be used as an accommodation for the Math Test – No Calculator). The panels display a column for each of the student's tests. You can select different settings for each test, if necessary.

Test settings must be changed in TIDE and cannot be changed in the TA Interface. If an error is noticed in the student's test settings in the TA Interface, do not approve the student for testing. You must correct the student settings in TIDE, if available for your user role. For assistance with student test settings contact the College Board Customer Service.

6. Select **Save**.
7. In the affirmation dialog box, select **Continue** to return to the list of student records.

How district-level users view student distribution report

A frequency-distribution report (FDR) shows the number of occurrences of a particular category, such as the number of male and female students. You can generate FDRs for the students in your district or school by a variety of demographics and accommodations.

1. From the **Students** task menu on the TIDE dashboard, select **Frequency Distribution Report**. The **Frequency Distribution Report** page appears (see [Figure 21](#)).

Figure 21. Fields in the Frequency Distribution Report Page



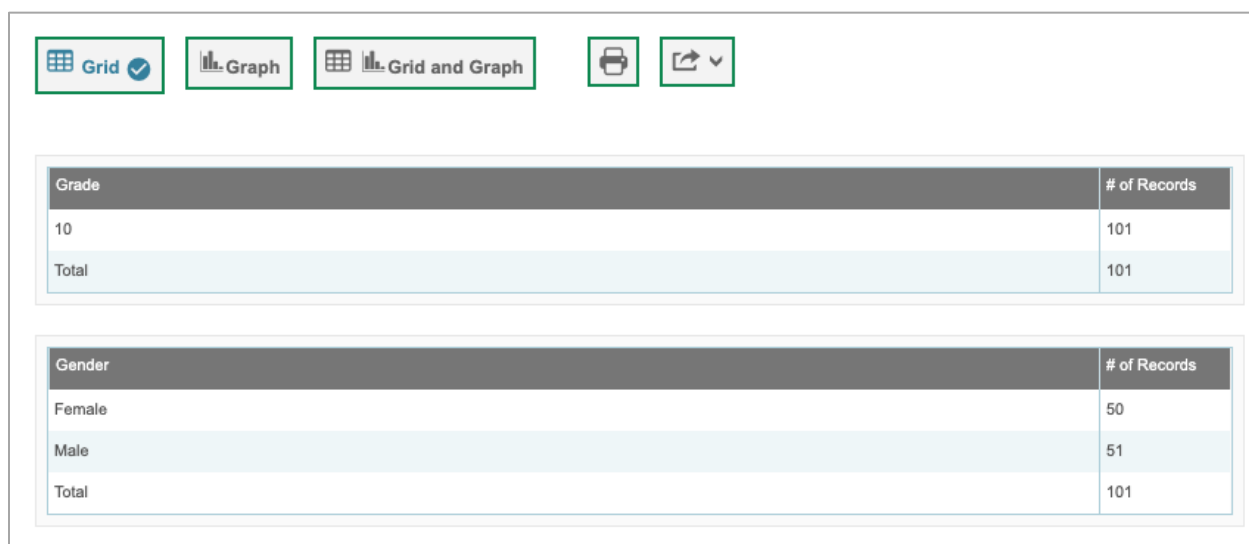
2. In the *Filters for Report* panel, select the report filters:
 - a. From the **District** drop-down list (if available), select a district. To view a report for all districts, select All Districts.
 - b. From the **School** drop-down list (if available), select a school. District-level users can retain the default for all schools within the district.
 - c. *Optional:* Select a specific grade or retain the default for all grades.
 - d. *Optional:* In the *Select Demographics* sub-panel, mark checkboxes to filter the report for additional demographics and accommodations.
3. Select **Generate Report**. TIDE displays the selected FDRs in grid format (see [Figure 22](#)).
4. Do one of the following:
 - a. To display the FDRs in tabular format, select **Grid**.
 - b. To display the FDRs in graphical format, select **Graph**.
 - c. To display the FDRs in both tabular and graphical format, select **Grid & Graph**.
5. To download a PDF file of the FDRs, select , and then select **Print** on the new browser window that opens displaying the report. The generated PDF file displays the report in your selected format of **Grid**, **Graph**, or **Grid & Graph**.
6. To export to Excel, select , and in the affirmation dialog box select **OK**.

Figure 22. Frequency Distribution Reports by Grade and Gender



How District-level Users Manage Rosters

Rosters are groups of students associated with a proctor in a particular school.

You can use rosters to print test tickets containing students' login information to start taking a test.

When creating rosters, it is recommended to follow the guidelines below:

- Rosters should ideally include about 25–30 students. If a roster is too large or too small, it may affect the credibility and usefulness of the data.
- You can only create rosters from students associated with your school.

How district-level users add new rosters one at a time

1. From the **Rosters** task menu on the TIDE dashboard, select **Add Roster**. The **Add Roster** form appears (see [Figure 23](#)).
2. In the *Search for Students to Add to the Roster* panel, search for students by filling out the search criteria and selecting **Search**.

Figure 23. Add Roster Form

Add Roster

Use this page to add rosters. [more info](#)

Search for Students to Add to the Roster

*State: CAI UAT - ZZ

*District: UAT DISTRICT COLLEGE

*School: UAT SCHOOL COLLEGE

Administration: - Select -

Registration Number:

Student's Last Name:

Student's First Name:

Birth Date (MMDDYYYY):

Grade: None selected

Gender: - Select -

Local School ID:

Advanced Search

Search

Add Students to the Roster

*Roster Name:

*Proctor: - Select -

3. In the *Add Students to the Roster* panel (see [Figure 24](#)), do the following:
 - a. In the *Roster Name* field, enter the roster name.
 - b. From the *Proctor* drop-down list, select a proctor associated with the roster.
 - c. Select the students you wish to view in the *Available Students* list:

Figure 24. Add Students to Roster Panel

Select students from the "Available Students" list below to add to the roster:

Available Students (100)

| Add | Student Name | Grade | Registration Number |
|--------------------------|--------------|-------|---------------------|
| <input type="checkbox"/> | AB,Good | 10 | 9500000002 |
| <input type="checkbox"/> | AC,Good | 10 | 9500000003 |
| <input type="checkbox"/> | AD,Good | 10 | 9500000004 |
| <input type="checkbox"/> | AE,Good | 10 | 9500000005 |
| <input type="checkbox"/> | AF,Good | 10 | 9500000006 |
| <input type="checkbox"/> | AG,Good | 10 | 9500000007 |
| <input type="checkbox"/> | AH,Good | 10 | 9500000008 |
| <input type="checkbox"/> | AI,Good | 10 | 9500000009 |
| <input type="checkbox"/> | AJ,Good | 10 | 9500000010 |
| <input type="checkbox"/> | AK,Good | 10 | 9500000011 |

Add All Add Selected



Selected Students (0)

| Remove Student Name | Grade | Registration Number |
|---------------------|-------|---------------------|
|---------------------|-------|---------------------|

Remove All Remove Selected


Save Cancel

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- Students who match your search criteria and are currently associated with the school will be displayed (see [Figure 24](#)).
- d. In the list of available students do one of the following:
 - To move one student to the roster, select  for that student.
 - To move all the students in the *Available Students* list to the roster, select **Add All**.
 - To move selected students to the roster, mark the checkboxes for the students you want to add, then select **Add Selected**.
- e. To remove students, do one of the following in the list of students in the roster:
 - To remove one student from the roster, select  for the student.
 - To remove all the students from the roster, select **Remove All**.
 - To remove selected students from the roster, mark the checkboxes for the students you want to remove, then select **Remove Selected**.
- 2. Select **Save**, and in the affirmation dialog box, select **Continue**.

How district-level users modify existing rosters one at a time

You can modify certain rosters, if required. However, whether a roster can be modified or not or the method in which a roster can be modified depends on the roster type. The different types of rosters are:

- User-defined Rosters: These are rosters that you create through the **Add Roster** page or the **Upload Roster** page. You can modify a user-defined roster by changing its name, associated proctor, or by adding students or removing students.
- You can modify existing rosters by performing the following steps:
 1. From the **Rosters** task menu on the TIDE dashboard, select **View/Edit/Export Roster**. The **View/Edit/Export Roster** page appears.
 2. Retrieve the roster record you want to view or edit by following the procedure in the section “[How to modify existing records one at a time](#)” in the Introduction.
 3. In the list of retrieved rosters, select  for the roster whose details you want to view. The **View/Print Roster** form appears. This form is similar to the form used to add rosters (see [Figure 23](#)).
 4. In the *Search for Students to Add to the Roster* panel, search for students by following the procedure in the section “[How to modify existing records one at a time](#)” in the Introduction.
 5. In the *Add Students to the Roster* panel (see [Figure 24](#)), do the following:
 - a. In the *Roster Name* field, enter the roster name.

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



- b. From the *Proctor* drop-down list, select a proctor associated with the roster.
- c. Select the students you wish to view in the *Available Students* and *Selected Students* lists.
- d. To add students, from the list of available students, do one of the following:
 - To move one student to the roster, select  for that student.
 - To move all the students in the *Available Students* list to the roster, select **Add All**.
 - To move selected students to the roster, mark the checkboxes for the students you want to add, then select **Add Selected**.

Figure 25. Modifying a Roster

Select students from the "Available Students" list below to add to the roster:

| Available Students (94) | | | |
|--|--------------|-------|---------------------|
| | Quick Search | | |
| <input type="checkbox"/> Add | Student Name | Grade | Registration Number |
| <input type="checkbox"/>  | AH,Good | 10 | 9500000008 |
| <input type="checkbox"/>  | AI,Good | 10 | 9500000009 |
| <input type="checkbox"/>  | AJ,Good | 10 | 9500000010 |
| <input type="checkbox"/>  | AK,Good | 10 | 9500000011 |
| <input type="checkbox"/>  | AL,Good | 10 | 9500000012 |
| <input type="checkbox"/>  | AM,Good | 10 | 9500000013 |
| <input type="checkbox"/>  | AN,Good | 10 | 9500000014 |
| <input type="checkbox"/>  | AO,Good | 10 | 9500000015 |
| <input type="checkbox"/>  | AP,Good | 10 | 9500000016 |
| <input type="checkbox"/>  | AQ,Good | 10 | 9500000017 |

| Selected Students (6) | | | |
|--|--------------|-------|---------------------|
| | Quick Search | | |
| <input type="checkbox"/> Remove | Student Name | Grade | Registration Number |
| <input type="checkbox"/>  | AB,Good | 10 | 9500000002 |
| <input type="checkbox"/>  | AC,Good | 10 | 9500000003 |
| <input type="checkbox"/>  | AD,Good | 10 | 9500000004 |
| <input type="checkbox"/>  | AE,Good | 10 | 9500000005 |
| <input type="checkbox"/>  | AF,Good | 10 | 9500000006 |
| <input type="checkbox"/>  | AG,Good | 10 | 9500000007 |

- e. To remove students, do one of the following in the list of students in the roster:
 - To remove one student from the roster, select  for the student.
 - To remove all the students from the roster, select **Remove All**.
 - To remove selected students from the roster, mark the checkboxes for the students you want to remove, then select **Remove Selected**.

6. Select **Save**, and in the affirmation dialog box select **Continue**.

How district-level users add or modify multiple rosters all at once

If you have many rosters to add or modify, you can do so through file upload as shown in the section [“How to add or modify multiple records at once”](#) in the Introduction.

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1. From the **Rosters** task menu on the TIDE dashboard, select **Upload Rosters**. The **Upload Rosters** page appears.
2. Following the instructions in the section “[How to add or modify multiple records at once](#)” in the Introduction and using the table “[Columns in the Roster Upload File](#)” in the appendix as a reference, fill out the Roster template and upload it to TIDE.

How District-level Users Use TIDE during Test Administration

During testing, district-level users can perform the following tasks in TIDE:

- Print **test tickets** to help students log in to tests.
- View reports of students’ current test statuses, test completion rates, and test status codes.

How District-level Users Print Test Tickets

A test ticket is a hard-copy form that includes a student’s username for logging in to a test.

TIDE generates the test tickets as PDF files that you download with your browser.


Figure 26. Sample Test Ticket

| TEST TICKET | | |
|-------------------------------------|---------------------|--------------------|
| Last Name: AA | First Name: Good | MI: |
| District: UAT DISTRICT PROJECT TEAM | | |
| School: UAT SCHOOL PROJECT TEAM 1 | | |
| Grade: 10 | Gender: M | DOB: 11/12/2019 |
| Registration Number: 9600001000 | | |

How district-level users print test tickets from student lists

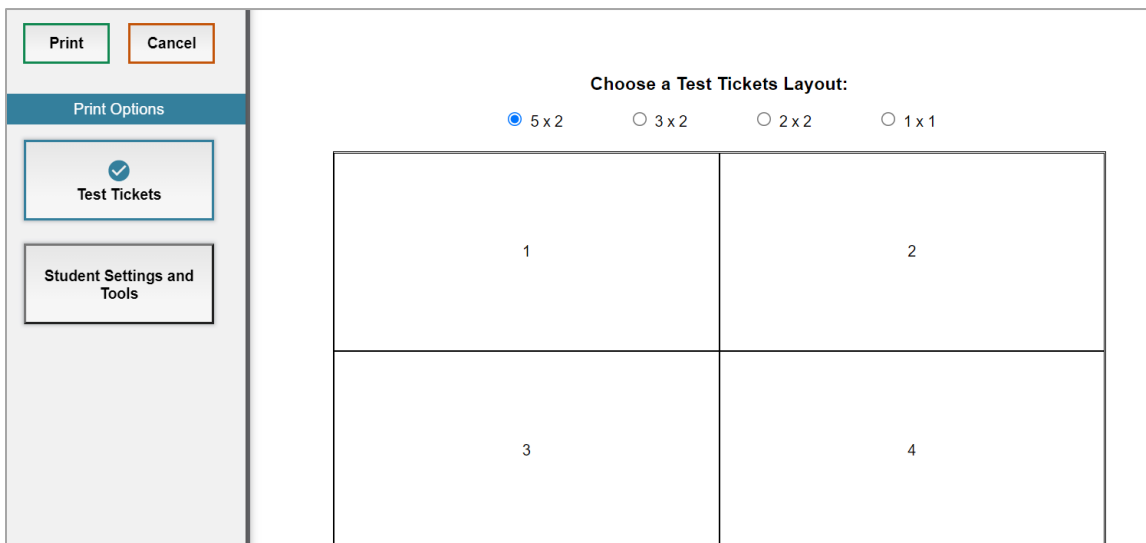
1. From the **Print Test Tickets** task menu on the TIDE dashboard, select **Print from Student List**. The **Print Test Tickets from Student List** page appears.
2. Retrieve the students for whom you want to print test tickets by filling out the search criteria and selecting **Search**.

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3. Select the column headings to sort the retrieved students in the order you want the test tickets printed.
4. Specify the students for whom test tickets need to be printed:
5. To print test tickets for specific students, mark the checkboxes for the students you want to print.
6. To print test tickets for all students listed on the page, mark the checkbox at the top of the table.
7. To print test tickets for all retrieved students, no additional action is necessary. The option to print all retrieved records is available by default.
8. Select  and then select the appropriate action:
9. To print test tickets for selected students, select **My Selected Test Tickets**.
10. To print test tickets for all retrieved students, select **All Test Tickets**.
11. In the new browser window that opens displaying a layout for selecting the printed layout (see Figure 27), verify **Test Tickets** is selected in the *Print Options* section.
12. Select the layout you require, and then select **Print**.

Your browser downloads the generated PDF.

Figure 27. Layout Model for Test Tickets



Print Cancel

Print Options

Test Tickets

Student Settings and Tools

Choose a Test Tickets Layout:

☒ 5 x 2 ☐ 3 x 2 ☐ 2 x 2 ☐ 1 x 1

| | |
|---|---|
| 1 | 2 |
| 3 | 4 |


How district-level users print test tickets from roster lists

1. From the **Print Test Tickets** task menu on the TIDE dashboard, select **Print from Roster List**. The **View/Edit/Print Rosters** page appears.
2. Retrieve the rosters for which you want to print test tickets by filling out the search criteria and selecting **Search**.

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3. Select the column headings to sort the retrieved rosters in the order you want the test tickets printed.
4. Do one of the following:
 - a. Mark the checkboxes for the rosters you want to print.
 - b. Mark the checkbox at the top of the table to print tickets for all retrieved rosters.

When printing multiple roster groups, the total number of students included in the rosters should not exceed 1000.

5. Select  and then select **Test Tickets**. A layout model appears for selecting the printed layout (see Figure 27).
6. Verify **Test Tickets** is selected in the *Print Options* section.
7. Select the layout you require, and then select **Print**.

Your browser downloads the generated PDF.

How District-level Users Monitor Test Progress

The tasks available in the **Monitoring Test Progress** task menu allow you to generate various reports that provide information about a test administration's progress.

The following reports are available in TIDE:

- **Plan and Manage Testing Report:** Details a student's test opportunities and the status of those test opportunities. You can generate this report from the ***Plan and Manage Testing*** page or the ***Participation Report by RegID*** page.
- **Test Completion Rates Report:** Summarizes the number and percentage of students who have started or completed a test.
- **Test Status Code Report:** Displays all the non-participation codes for a test administration.

How district-level users view report of students' current test status

TIDE includes a Plan and Manage Testing report that details all of a student's test opportunities and the status of those test opportunities.

Because the report lists testing opportunities, a student can appear more than once on the report.

1. From the **Monitoring Test Progress** task menu on the TIDE dashboard, select **Plan and Manage Testing**. The ***Plan and Manage Testing*** page appears (see [Figure 28](#)).

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2. In the *Choose What* panel, select the parameters for which tests to include in your report:
 - a. From the **Test** drop-down list, select a test category.

Figure 28. Plan and Manage Testing Page

Plan and Manage Testing

Use this page to view participation report. [more info](#)

Choose What

Test: PSAT 8/9 Fall 2020 Test Section: All selected (0)

Administration: 2020-2021

Search Students

*State: -- Select -- Student's First Name:

*District: -- Select -- Birth Date (MMDDYYYY):

*School: None selected Grade: None selected

Administration: - Select - Gender: - Select -

Registration Number: Local School ID:

Student's Last Name:

Advanced Search

Search Fields: -- Select -- Additional Criteria Chosen:

Get Specific

☒ Students who have completed Any opportunity on the test in the selected administration
Note: The report for untested students is limited to 100,000 records.

☐ Students whose current opportunity will expire in days.

☐ Students on their Any opportunity who have a status of None selected in the selected administration

☐ Students whose most recent SessionID was SessionID (optional) between 07/13/2020 and 07/13/2020
Note: If no Session ID or Proctor is specified, date range cannot exceed 15 days

☐ Search student(s) by Registration Number : Enter up to 20 registration numbers separated by commas

- b. From the **Administration** drop-down list, select an administration.
 - c. *Optional:* From the **Test Section** drop-down list, select the test for which you want to generate the report. You may select one, multiple, or all from this list.
3. In the *Search Students* panel, select the parameters for whose information to include in your report:
 - a. From the **District** drop-down list, select a district if applicable.
 - b. From the **School** drop-down list, select a school if applicable. You may select one or more schools from this list. You may also select all schools. If you select more than 20 schools or if you select all schools and the district contains more than 20 schools, the report will only be available to export to the inbox.

- c. *Optional:* If a single school was selected, choose a proctor from the **Proctor** drop-down list.

About the Proctor Drop-down List

The **Proctor** drop-down list includes all school-level users, such as proctors and digital administrators, associated with the selected school. When you select a person from the **Proctor** drop-down list, TIDE performs a check to see if the person is associated with any roster. If the selected person has an associated roster, the plan and manage testing reports shows the test attempts of the students included in the roster.

If you do not select any person from the **Proctor** drop-down list and use the default value of **All** to generate the report, you will see all the tests taken in that school, irrespective of roster associations.

It is important to note that the Proctor Name displayed on the Plan and Manage Testing report does not imply the name of the proctor associated with a roster. The proctor is the person who conducts the test. This can be the same person or it can mean a different person.

- d. *Optional:* In the *Student's Last Name* field, enter a student's last name.
- e. *Optional:* In the *Student's First Name* field, enter a student's first name.
- f. *Optional:* In the *Registration Number* field, enter a Registration Number.
- g. *Optional:* From the **Grade** drop-down list, select a grade. You may select one, multiple, or all grades from this list.
- h. *Optional:* In the *Birth Date* field, enter a student's birth date.
- i. *Optional:* From the *Gender* drop-down list, select a gender.
- j. *Optional:* From the *Local School ID* field, enter the School ID
- k. *Optional:* From the **Search Fields** drop-down list, in the *Advanced Search* panels, select a specific test accommodation to filter the report.
- If you select a test accommodation, an additional *Values* field is displayed. Select the required filter criteria from the available options.
4. In the *Get Specific* panel, select the radio button for one of the options and then set the parameters for that option. The following options are available (parameters for each option are listed in {brackets}):
- a. Students whose most recent {Session ID/Proctor Name} was {Optional Session ID/Proctor Name} between {start date} and {end date}.

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- Search for students who have not started the 1st/Any opportunity will return results for students who have not started their first opportunity on the selected test.
 - b. Students whose current opportunity will expire {in/between} {number/range} days.
 - If you select “in”, you may enter any number in the displayed text box to determine tests expiring in the specified number of days. You may also enter 0 to see opportunities that expire that day.
 - If you select “between”, you may enter two numbers in the displayed text boxes to signify a range of days (such as 1-3).
 - c. Students on their {1st/2nd/Any} opportunity in the selected administration and have a status of {student test status}.
 - d. Students who have a status of {student test status} in the selected administration.
 - e. Students whose most recent {Session ID/Proctor} was {Optional Session ID/Proctor Name} between {start date} and {end date}.
 - f. Search student(s) by {Registration Number /Name}: {Registration Number/Student Name}
5. Do one of the following:
- a. To view the report on the page, select Generate Report. If you are viewing a report for more than 20 schools, use this option and then select Export to Inbox.
 - b. To open the report in Microsoft Excel, select Export Report. If you are viewing a report for more than 20 schools, this option will be disabled.

Figure 29. Plan and Manage Testing Report

| Number of students found: 3 | | | | | | | | | | | | | | | | |
|---|---------------------------|---------------------------|---------------------|-------|------------------------|-------------|--------------|------------------|------------|-----------|------------|----------|------------------------------|--------------|----------------|---------------|
| Enter search terms to filter search results | | | | | | | | | | | | | | | | |
| Name | District Name | School Name | Registration Number | Grade | Test | Opportunity | Presentation | Proctor | SessionID | Status | Results ID | Restarts | Restarts within Grace Period | Date Started | Date Completed | Last Activity |
| AA, Good | UAT DISTRICT PROJECT TEAM | UAT SCHOOL PROJECT TEAM 1 | 9600001000 | 10 | PSAT 8/9 Questionnaire | 1 | ENU | demo, demo | UAT-8701-1 | submitted | 13850 | 0 | 0 | 07/13/2020 | 07/13/2020 | 07/13/2020 |
| AG, Good | UAT DISTRICT PROJECT TEAM | UAT SCHOOL PROJECT TEAM 1 | 9600001006 | 10 | PSAT 8/9 Questionnaire | 1 | ENU | mehrbakhsh, Biti | UAT-0CA2-1 | submitted | 13847 | 0 | 0 | 07/13/2020 | 07/13/2020 | 07/13/2020 |

For descriptions of the columns in this report, see the table “

[Columns in the Plan and Manage Testing Report](#)” in the appendix.

How district-level users view report of students' current test status by Registration Number

You can also generate participation reports for specific students by Registration Number. This section describes how to generate participation reports for one or more students using students' Registration Numbers.

Because the report lists testing opportunities, a student can appear more than once on the report.

1. From the **Monitoring Test Progress** task menu on the TIDE dashboard, select Participation Search by Registration Number. The *Participation Search by Registration Number* page appears (see [Figure 30](#)).
2. Do one of the following:
 - a. To enter students' Registration Number, select Search by Registration Number(s). Next, enter one or more Registration Numbers, separated by commas, in the Registration Number field. You can enter up to 1000 Registration Numbers.

Figure 30. Participation Search by Registration Number Page

- b. To upload Registration Numbers, select Upload Registration Number. Next, select Browse and then use the file browser to select an Excel or CSV file with Registration Numbers listed in a single column. You can upload up to 1000 registration numbers.
3. Select **Generate Report**. The Participation Report by Registration Number appears (see [Figure 27](#)).
4. For descriptions of the columns in this report, see the table “

[Columns in the Plan and Manage Testing Report](#)” in the appendix.

How district-level users view report of test completion rates

The Test Completion Rate report summarizes the number and percentage of students who have started or completed a test.

1. From the **Monitoring Test Progress** task menu on the TIDE dashboard, select **Test Completion Rates**. The **Test Completion Rates** page appears.
2. In the **Report Criteria** panel (see [Figure 31](#)), select the parameters for which tests to include in your report.

Figure 31. Test Completion Rates Search Fields

3. To open the report in Microsoft Excel, select **Export Report**. [Figure 32](#) displays a sample Test Completion Rate report.

Figure 32. Test Completion Rate Report

| Date | Test | Administration | Test Name | State Name | State ID | District Name | District ID | Opportunity | Total Student | Total Student Started | Total Student Completed | Percent Started | Percent Completed |
|----------------------|--------------------|----------------|---------------------------------------|------------|----------|---------------------------|-------------|-------------|---------------|-----------------------|-------------------------|-----------------|-------------------|
| 7/30/2020 1:00:01 AM | PSAT 8/9 Fall 2020 | 2020-2021 | PSAT 8/9 Math – Calculator Section | CAI UAT | ZZ | UAT DISTRICT PROJECT TEAM | 960000 | 1 | 110 | 12 | 8 | 10.91% | 7.27% |
| 7/30/2020 1:00:01 AM | PSAT 8/9 Fall 2020 | 2020-2021 | PSAT 8/9 Math – No Calculator Section | CAI UAT | ZZ | UAT DISTRICT PROJECT TEAM | 960000 | 1 | 110 | 12 | 8 | 10.91% | 7.27% |

5. For a description of the columns in this report, see the table “[Columns in the Test Completion Rate Report](#)” in the appendix

How district-level users view report of test status codes

If students do not start or complete tests to which they are assigned, school officials assign special codes to those tests. The Test Status Code report displays all the non-participation codes for a test administration.

1. From the **Monitoring Test Progress** task menu on the TIDE dashboard, select **Test Status Code Report**. The **Test Status Code Report** page appears in the **Report Criteria** panel (see [Figure 33](#)), select search criteria for the test and administration.

Figure 33. Test Status Code Report Search Results

Test Status Code Report

Use this page to view students' test statuses and special codes. [more info](#)

Report Criteria

Test Instrument: PSAT 8/9 Fall 2020 Administration: 2020-2021

Generate Report Export Report

2. Do one of the following:

- To view the report on the page, select Generate Report.
- To open the report in Microsoft Excel, select Export Report.

TIDE displays the tests and associated statuses and special codes (see [Figure 34](#)).

Figure 34. Test Status Code Report

AutoSave Off TestStatusCodeData - Excel

File Home Insert Draw Page Layout Formulas Data Review View Help Acrobat Search

Clipboard Font Alignment Number Styles

C7 PSAT 8/9 Variable Section

| | A | B | C | D | E | F | G | H |
|---|----------|---------------------|---------------------------------------|-------------|--------------|--------------|--------------------|-----------------|
| | Name | Registration Number | Test Name | Opportunity | Test Status | Date Started | Assigned School ID | Assigned School |
| 1 | AA, Good | 9600001000 | PSAT 8/9 Math – Calculator Section | 1 | paused 24/25 | 07/16/2020 | 960001 | UAT SCHOOL PR |
| 2 | AA, Good | 9600001000 | PSAT 8/9 Math – No Calculator Section | 1 | submitted | 07/16/2020 | 960001 | UAT SCHOOL PR |
| 3 | AA, Good | 9600001000 | PSAT 8/9 Questionnaire | 1 | submitted | 07/13/2020 | 960001 | UAT SCHOOL PR |
| 4 | AA, Good | 9600001000 | PSAT 8/9 Reading Section | 1 | paused 40/42 | 07/15/2020 | 960001 | UAT SCHOOL PR |

For a description of the columns in this report, see the table [“Columns in the Test Status Code Report”](#) in the appendix.

For a description of each status that a test opportunity can have, see the table [“Test Opportunity Status Descriptions”](#) in the appendix.

How district-level users view test session status reports

District-level users can view status reports of active and inactive test sessions happening in their district for the current day. These reports show how many students in each school are testing and how many have started, paused, and completed their test.

District-level users can also view school-level test session status reports for each school in their district. These reports show each active and inactive session ID for a school, along with information like proctor name, test name, the start time of the test session, the total number of students taking the test, and the number of students who have started, paused, and completed the test.

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1. From the **Monitoring Test Progress** task menu on the TIDE dashboard, select **Live Session Monitoring**. The **Live Session Monitoring** page appears.

Figure 35. Live Session Monitoring Page

2. From the **District** drop-down list, select a district.
3. From the **School** drop-down list, select an individual school to view a detailed report for that school or select multiple schools to view a summary report for the schools you select. To view a summary report for all schools in your district, select **All Schools**.
4. Select **Generate Report**. If you selected an individual school in step 3, skip step 5.
5. If you selected multiple schools in step 3, a summary report page appears. For a description of the columns in this report, see the table "[Columns in the Summary Session Report Page](#)" in the appendix.


Figure 36. Summary Session Report

| Schools | Total # of Tests | Tests In Progress | Tests Paused | Tests Completed |
|---------|------------------|-------------------|--------------|-----------------|
|---------|------------------|-------------------|--------------|-----------------|

6. Select a school from the summary report page to view a detailed report for that school. If you selected an individual school in step 3, a detailed report will appear after you complete step 4. For a description of the columns in this report, see the table "[Columns in the Detailed Session Report Page](#)" in the appendix.

Figure 37. Detailed Session Report

| Session ID | Proctor Name | Test Name | Start Time of Session | Total # of Tests | Tests In Progress | Tests Paused | Tests Completed |
|------------|--------------|---|-----------------------|------------------|-------------------|--------------|-----------------|
| UAT-30EC-3 | test_test | Interim Elementary School Earth and Space Science - Earth's Systems 2: 5-ESS2-2 | 01:49 PM | 1 | 0 | 1 | 0 |
| UAT-59A1-3 | test_test | Interim Elementary School Physical Science - Motion and Stability: 5-PS2-1 | 12:37 PM | 1 | 0 | 1 | 0 |
| UAT-F3DS-3 | test_test | Multiple Tests | 01:38 PM | 10 | 0 | 10 | 0 |

7. *Optional:* To view inactive test sessions, mark the Inactive Test Sessions checkbox. Inactive test sessions will appear in italics. Sessions will be considered inactive if all students in the session are paused or have completed the test opportunity, and no new opportunities have been started.
8. *Optional:* Select  to refresh the list of available sessions. Data is refreshed in near real-time.

How Digital Administrators (DA) Perform Tasks in TIDE

Digital Administrators (DA) have access to many of the same tasks as district-level users and perform these tasks the same way a district-level user performs them. For these tasks, this section of the guide refers Digital Administrators (DA) back to the instructions presented in the district-level user section.

How Digital Administrators (DA) Perform Tasks in TIDE Before Testing Begins

Before testing begins, Digital Administrators (DA) must perform the following tasks in TIDE:

- Set up **user accounts** for proctors so they can sign in to TIDE and other CAI systems. If proctors do not have accounts set up in TIDE, they will not be able to access any CAI systems or administer tests.
- Set up **student accounts** so students can take the correct tests with the correct test settings at the correct time. If student accounts are not set up in TIDE in the correct test administration before testing begins, those students will not be able to test.

How Digital Administrators (DA) Set up User Accounts in TIDE

Digital Administrators (DA) must set up user accounts in TIDE for Proctors (PR). If proctors do not have user accounts set up in TIDE before testing begins, they will not have access to any CAI systems or be able to administer tests.

Like district-level users, DAs can add or modify user accounts one at a time or multiple user accounts all at once through file upload. These tasks can be performed following the procedure as described in the section “[How District-level Users Set Up User Accounts in TIDE](#).” For detailed information, please refer to the following sections:

- [How district-level users add new user accounts one at a time](#)
- [How district-level users modify existing user accounts one at a time](#)
- [How district-level users add or modify multiple user accounts all at once](#)

How Digital Administrators (DA) Register Students for Testing

Digital Administrators (DA) cannot register students for testing if those students have not already been registered. If students are not registered for testing, they will not be able to sign into a test.

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Contact your bulk registration coordinator to ensure that all students are registered to take College Board digital tests.

Like district-level users, DAs can modify student accounts one at a time or all at once through file upload. DAs can also specify or upload student accommodations and test tools, upload student test restrictions, and view student distribution reports. These tasks can be performed following the procedure as described in the section “[How District-level Users Modify Student Test Settings for Testing](#).” For detailed information, please refer to the following sections:

- [How district-level users modify existing student accounts one at a time](#)

How Digital Administrators (DA) Manage Rosters

Digital Administrators (DA) can manage rosters for students in their school.

Like district-level users, DAs can add or modify rosters one at a time or all at once through a file upload. These tasks can be performed following the procedure in the section “[How District-level Users Manage Rosters](#).” For detailed information, please refer to the following sections:

- [How district-level users add new rosters one at a time](#)
- [How district-level users modify existing rosters one at a time](#)
- [How district-level users add or modify multiple rosters all at once](#)

How Digital Administrators (DA) Use TIDE During Test Administration

During testing, Digital Administrators (DA) can perform the following tasks in TIDE:

- Print **test tickets** to help students log in to tests.
- View reports of students’ current test statuses, test completion rates, and test status codes.

How Digital Administrators (DA) Print Test Tickets

Digital Administrators (DA) can print test tickets for students in their school. Test tickets are hard-copy forms that includes a student’s username for logging in to a test.

Test tickets can be printed by following the procedure in the section “[How District-level Users Print Test Tickets](#).” For detailed information, please refer to the following sections:

- [How district-level users print test tickets from student lists](#)
- [How district-level users print test tickets from roster lists](#)

How Digital Administrators (DA) Monitor Test Progress

Like district-level users, DAs can view reports of students’ current test statuses, test completion rates, and test status codes. These tasks can be performed by following the procedure in the section “[How](#)

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[District-level Users Use TIDE during Test Administration](#)” For detailed information, please refer to the following sections:

- How district-level users view report of students’ current test status
- How district-level users view report of students’ current test status by Registration Number
- How district-level users view report of test completion rates
- How district-level users view report of test status code

How Proctors (PR) Perform Tasks in TIDE

Proctors (PR) have access to some of the same tasks as district-level and Digital Administrators (DA) and perform these tasks the same way a district-level or Digital Administrators (DA) performs them. For these tasks, this section of the guide refers proctors back to the instructions presented in the district-level user section.

How Proctors (PR) Perform Tasks in TIDE Before Testing Begins

Before testing begins, proctors can perform the following tasks in TIDE:

- View **user accounts** to verify their own account information.
- View **student accounts** to ensure student details are properly entered into TIDE.

How Proctors View User Accounts in TIDE

Proctors can view their own user account information in TIDE by selecting **Manage Accounts** from the banner.

How Proctors (PR) Manage Student Information

Proctors can view student accounts and student distribution reports by selecting the **Student** task menu, selecting **View/Edit/Export Students**, filling out the search criteria, and selecting **Search**. Search results can be viewed in TIDE or exported to the inbox.

How Proctors (PR) Manage Rosters

Proctors can manage rosters for students in their school.

Like District-level Users and Digital Administrators, proctors can add or modify rosters one at a time or all at once through file upload. These tasks can be performed following the procedure in the section [“How District-level Users Manage Rosters.”](#) For detailed information, please refer to the following sections:

- How district-level users add new rosters one at a time
- How district-level users modify existing rosters one at a time
- How district-level users add or modify multiple rosters all at once

How Proctors (PR) Use TIDE During Testing

During testing, proctors can perform the following tasks in TIDE:

- Print **test tickets** to help students log in to tests.
- View reports of students' current test statuses, test completion rates, and test status codes.

How Proctors (PR) Print Test Tickets

Proctors can print test tickets for their students. Test tickets are hard-copy forms that includes a student's username for logging in to a test.

Test tickets can be printed by following the procedure in the section "[How District-level Users Print Test Tickets](#)." For detailed information, please refer to the following sections:

- How district-level users print test tickets from student lists
- How district-level users print test tickets from roster lists

How Proctors (PR) Monitor Test Progress

Like district- and Digital Administrators, proctors can view reports of students' current test statuses, test completion rates, and test status codes. These tasks can be performed by following the procedure in the section "[How District-level Users Use TIDE during Test Administration](#)" For detailed information, please refer to the following sections:

- How district-level users view report of students' current test status
- How district-level users view report of students' current test status by Registration Number
- How district-level users view report of test completion rates
- How district-level users view report of test status codes

Appendix

A

Account Information

You can modify your name and other account information in TIDE. (To change your email address, your school or district assessment coordinator must create a new account with the updated email address.)

1. In the TIDE banner (see [Figure 46](#)), from the **Manage Account** drop-down list, select **My Contact**. The **My Contact Information** page appears (see [Figure 38](#)).
2. Enter updates as necessary.
3. Select **Save**.

TIDE saves your changes, and a confirmation message appears.

Figure 38. Fields in the My Contact Information Page

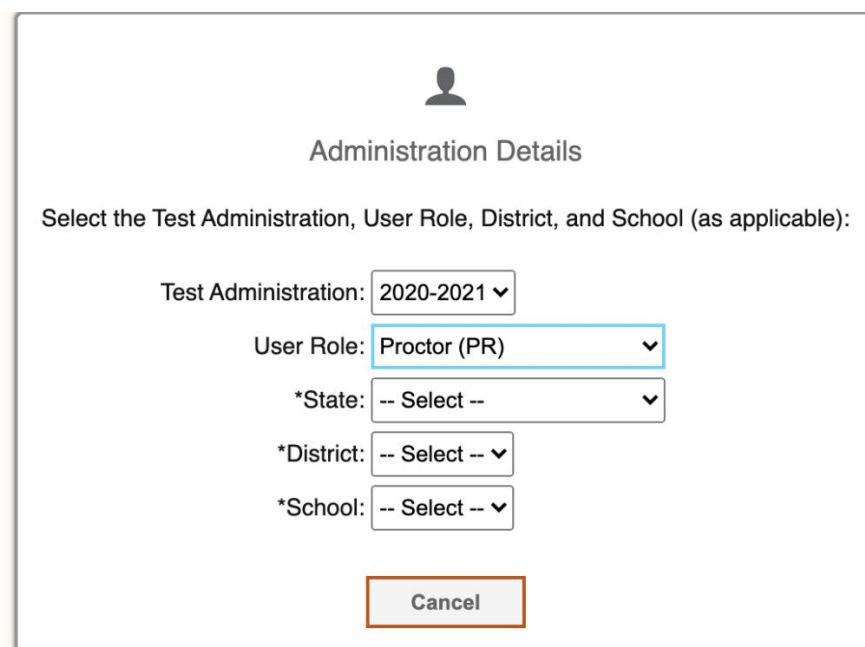
C

Changing Your Associated Test Administration, Institution, or Role

Depending on your permissions, you can switch to different test administrations, schools, districts, and user roles in TIDE.

1. In the TIDE banner (see [Figure 46](#)), select **Change Role** from the **Manage Account** drop-down menu. The **Administration Details** window appears (see [Figure 39](#)).
2. Update the information, as necessary.
3. Select **Submit**. A new home page appears that is associated with your selections.

Figure 39. Administration Details Window



The image shows a window titled "Administration Details" with a user icon at the top. Below the title, it says "Select the Test Administration, User Role, District, and School (as applicable):". There are five dropdown menus: "Test Administration" (set to "2020-2021"), "User Role" (set to "Proctor (PR)"), "*State:" (set to "-- Select --"), "*District:" (set to "-- Select --"), and "*School:" (set to "-- Select --"). At the bottom is a "Cancel" button.

*Required field.

Columns in the Detailed Session Report Page

You can use the information in the table below to [view test session status reports](#).

| Column | Description |
|-------------------------------|--|
| Proctor Name | Name of the proctor associated with the Session ID. |
| Test Name | Name of the test associated with the Session ID. Multiple tests may be associated with one Session ID. |
| Session ID | The Session ID to which the test is linked. |
| Start Time of Session | Start time of the session. |
| Start Time of Student Testing | The time the first test opportunity was started by the first student in the session |
| Total # of Tests | Total number of tests in each school |
| Tests in Progress | Number of tests that have been started and have not been completed or paused. |
| Tests Paused | Number of students who have paused their test. |
| Tests Completed | Number of students who have completed their test. |

Columns in the Plan and Manage Testing Report

You can use the information in the table below to view report of students' current test status through the [Plan and Manage Testing module](#) or when [searching by Registration Number](#).

| Attribute | Description |
|------------------------------|---|
| Name | Student's legal name (Last Name, First Name). |
| District Name | Name of the district associated with the record. |
| School Name | Name of the school associated with the record. |
| Registration Number | Student's Registration Number. |
| Grade | The grade in which a student is enrolled. |
| Test | Test name for this student record. |
| Opportunity | The opportunity number for that student's specific record. |
| Presentation | Language or Braille |
| Proctor | The proctor who created the session in which the student is currently testing (or in which the student completed the test). |
| Session ID | The Session ID to which the test is linked. |
| Status | The status for that specific opportunity. |
| Results ID | The unique identifier linked to the student's results for that specific opportunity. |
| Restarts | The total number of times a student has resumed an opportunity (e.g., if a test has been paused three times and the student has resumed the opportunity after each pause, this column will show three restarts). |
| Restarts within Grace Period | The total number of times a student has resumed an opportunity within 20 minutes after a test was paused. For example, if a test has been paused three times and the student resumed the opportunity within 20 minutes of two pauses but 25 minutes after the third pause, this column shows two Restarts Within Grace Period). |
| Date Started | The date when the first test item was presented to the student for that opportunity. |
| Date Completed | The date when the student submitted the test for scoring. |
| Last Activity | The date of the last activity for that opportunity or record. A completed test can still have activity as it goes through the QA and reporting process. |
| Expiration Date | The date the test opportunity expires. |
| Force Complete Date | The date a test expired and was force-completed. |
| Test Duration | The time it took a student to complete a test. |

Columns in the Roster Upload File

You can use the information in the table below to [add or modify multiple rosters all at once](#).

| Column Name | Description | Valid Values |
|----------------------|--|--|
| DISTRICT_ORG_ID* | District associated with the roster. | District ID that exists in TIDE. Up to 20 characters. |
| ORG_ID* | School associated with the roster. | School ID that exists in TIDE. Up to 20 characters. Must be associated with the district ID. |
| Proctor's Email* | Email address of the teacher associated with the roster. | Email address of a teacher existing in ORS. |
| Roster Name* | Name of the roster. | Up to 20 characters. |
| Registration Number* | Student's unique registration number | 10 numeric characters. |
| Action | Action column to add or delete students from roster | Add – adds student to roster Delete – deletes student from roster |

*Required field.

Columns in the Summary Session Report Page

You can use the information in the table below to [view test session status reports](#).

| Column | Description |
|-------------------|---|
| Schools | List of schools for which you can view reports. |
| Total # of Test | Total number of students testing in each school. |
| Tests in Progress | Number of tests that have been started and have not been completed or paused. |
| Tests Paused | Number of students who have paused their test. |
| Tests Completed | Number of students who have completed their test. |

Columns in the Test Completion Rate Report

You can use the information in the table below to [view report of test completion rates](#).

| Column | Description |
|--------|--|
| Date | Date and time that the file was generated. |
| Test | Type of test being reported. |

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| Column | Description |
|-------------------------|---|
| Administration | Administration that is being reported. |
| Test Name | Test that is being reported. |
| State Name | State that is being reported |
| State ID | State ID that is being reported |
| District Name | The name of the reported District. |
| District ID | The ID of the reported District. |
| School Name | The name of the reported school. This column is only included in the school-level report. |
| School ID | The ID of the reported school. This column is only included in the school-level report. |
| Opportunity | Test opportunity number that is being reported. |
| Total Student | Number of students with an active relationship to the school in TIDE. |
| Total Student Started | Number of students who have started the test. |
| Total Student Completed | Number of students who have finished the test and submitted it for scoring. |
| Percent Started | Percentage of students who have started the test out of the total number of students with an active relation to the school in TIDE. |
| Percent Completed | Percentage of students who have completed the test out of the total number of students with an active relation to the school in TIDE. |

Columns in the Test Settings Upload File

You can use the information in the table below to [upload student accommodations and test tools](#).

| Column | Description | Valid Values |
|----------------------|--|---|
| Registration Number* | Student's registration number generated by the College Board, as it appears in the student search results. | Ten digits, [0-9] |
| Test | Subject for which the tool or accommodation applies. | One of the following: Questionnaire Reading Test Writing and Language Test Math Test – No Calculator Math Test – Calculator Essay |
| Tool Name | Name of the tool or accommodation. | See the table “Valid Values for Tool Names.” |

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| Column | Description | Valid Values |
|--------|---|--|
| Value | Indicates if the tool or accommodation is allowed or disallowed, or the accommodation's appearance. | See the table "Valid Values for Tool Names." |

*Required field.

Columns in the Test Status Code Report

You can use the information in the table below to [view reports of test status codes](#).

| Column | Description |
|----------------------|--|
| Name | Student's name. |
| Registration Number | Student's Statewide Student Identifier number. |
| Test Name | Test Section Name |
| Opportunity | Test opportunity number |
| Test Status | Test's most recent status. |
| Date Started | Date student started the test. |
| Assigned School ID | ID of school where student is enrolled. |
| Assigned School Name | Name of school where student is enrolled. |

Columns in the User Upload File

You can use the information in the table below to [add or modify multiple user accounts all at once through file upload](#).

| Column | Description | Valid Values |
|----------------|-----------------------|---|
| Email Address* | User's email address. | Any standard email address. Up to 100 characters that are valid for an email address. This is the user's username for logging in to TIDE. |
| Last Name* | User's last name. | Up to 35 characters. |
| First Name* | User's first name. | Up to 20 characters. |

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| Column | Description | Valid Values |
|------------------|--|--|
| Role* | User's role. For an explanation of user roles, see User Role Permissions . | One of the following: DTC = District test coordinator DA = Digital admin (should be used for test coordinators and SSD coordinators) PR = Proctor Must be lower in the hierarchy than the user uploading the file. |
| State* | State abbreviation. | Any standard two-letter state abbreviation. |
| DISTRICT_ORG_ID* | District associated with the user. | District ID that exists in TIDE and must be associated with the user uploading the file. Up to 10 characters. |
| ORG_ID*. | A system generated number used to uniquely identify an organization. | Numbers [0-9] up to 10 characters. |
| Action* | Indicates if this is an add, modify, or delete transaction. | One of the following: Add—Add new user or edit existing user record. Delete—Remove existing user record. |

*Required field.

D

Deleting Records from TIDE

You can delete existing records for users and rosters from TIDE. For users with multiple roles, individual roles can be deleted without deleting the entire user account.

1. Retrieve the records you want to delete by following the procedure in the section [Searching for Records in TIDE](#).
2. Do one of the following:
 - Mark the checkboxes for the record you want to delete.
 - Mark the checkbox at the top of the table to delete all retrieved records.
3. Select , and in the affirmation dialog box select **OK**.

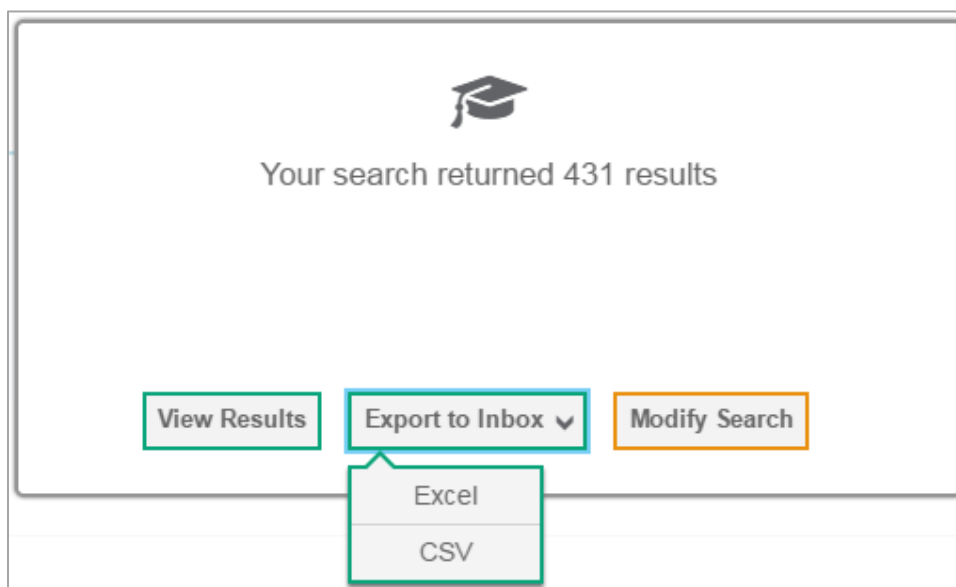
E

Exporting Records in TIDE


You can export search results for users, students, rosters, students' test settings to the inbox.

1. Retrieve the records you want to export by following the procedure in the section [Searching for Records in TIDE](#).
2. In the search results pop-up window, select **Export to Inbox** and select the file format (CSV or Excel) in which the data should be exported. You can navigate away from the page and perform other tasks if required. When your file is available for download, you will receive an email to the email account registered in TIDE. After receiving the email, you can download the exported file from the Inbox.

Figure 40. Search Results



You can also export records from the search results grid.

1. Retrieve the records you want to export by following the procedure in the section [Searching for Records in TIDE](#).
2. Do one of the following:
 - a. Mark the checkboxes for the record you want to export.
 - b. Mark the checkbox at the top of the table to export all retrieved records.
3. Select , and in the affirmation dialog box select **OK**.

F

Fields in the Demographics Panel

| Field | Description |
|-----------------------------|---|
| State | Two-character state abbreviation. |
| District | District code where student will take the assessment. |
| School | School code where the student will take the assessment. |
| Attending Institution Code* | AI code for the school where the student will take the assessment |
| Administration* | Test administration that the student will take. |
| Registration Number* | Student's registration number generated by the College Board. |
| Essay Indicator* | For students taking the SAT assessment only. Indicator if student is to receive the SAT Essay test (Yes/No) |
| Student's Last Name* | Student's last name. |
| Student's First Name* | Student's first name. |
| Student's Middle Initial | Initial of student's middle name. |
| Birth Date* | Student's date of birth. |
| Grade | The grade in which a student is enrolled. |
| Gender | Student's gender. |
| Local School ID | Optional student ID for local school use |

*Required field.

Fields in the Test Settings and Tools Panels

| Field | Description |
|--|--|
| Visual Presentation | |
| Color Contrast | Sets the color of the text and background in the test. |
| Mouse Pointer | Sets the size and color of the mouse cursor. |
| Zoom Font Size | Sets font size for presentation of text content. |
| Highlighter | Toggles the Highlighter tool on or off, allowing student to highlight text. |
| Mark for Review | Toggles the Mark for Review tool on or off, allowing student to flag questions to return to later. |
| Expandable Passages | Toggles the Expandable Passages tool on or off, allowing student to expand passage section for easier readability. |
| Digital Notepad | Toggles the digital notepad tool on or off, allowing student to enter notes for items. |
| Line Focus | Combines line reader with masking, allowing student to cover distracting regions of the test page. |
| Text-to-Speech (TTS)/Assistive Technology (AT) | Text-to-Speech (TTS) allows parts of the test to be read aloud. Assistive Technology (AT) enables features compatible with AT devices. |
| Streamline Mode | Display test content vertically for enhanced accessibility. |
| Permissive Mode | Allows certified accessibility software to be used with the secure browser. |

Fields in the View/Edit/Export Users Page

You can use the information in the table below to [modify existing user accounts](#).

| Field | Description |
|----------------|--|
| Email Address* | Email address for logging in to TIDE. |
| Role* | User's role. For an explanation of user roles, see User Role Permissions . |
| District* | District associated with the user. |
| School* | School associated with the user. |
| First Name | User's first name. |
| Last Name | User's last name. |

*Required field.

I

Inbox Files

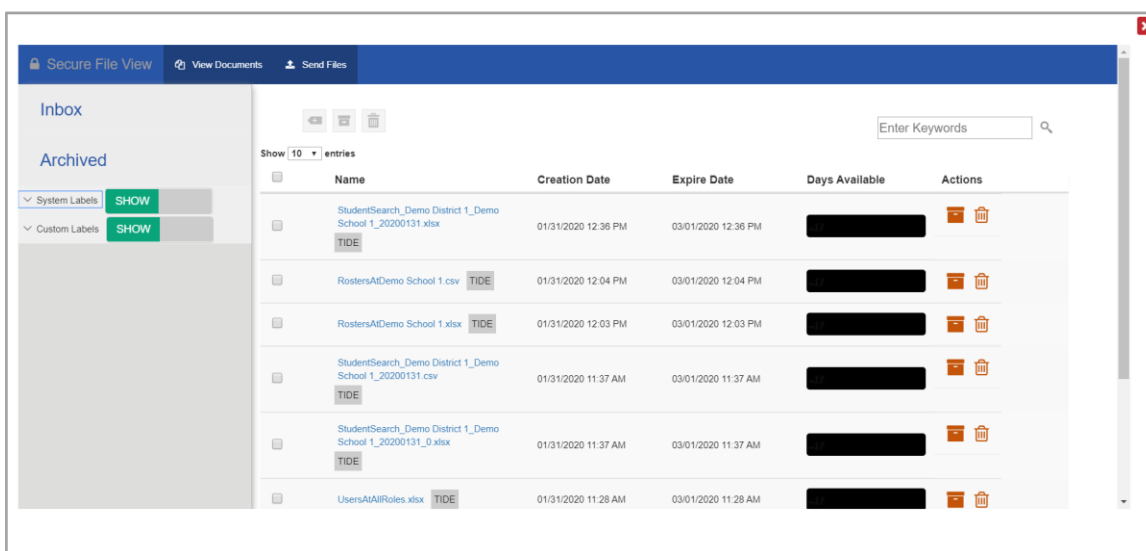
When searching for users, students, students' test settings you can choose to export the search results to the Inbox. The shared Inbox serves as a secure repository that lists files containing the data that you have exported in TIDE and other CAI systems. When you choose to export search results to the Inbox, TIDE sends you an email when the export task is completed and the file is available in the Inbox for download.

The Inbox also lists any secure documents that have been externally uploaded to the Inbox and that you have privileges to view.

The files in the Inbox are listed in the order in which they were created. The file creation and file expiration dates appear, if applicable. The number of days remaining until a file expires is also displayed next to a file. By default, exported files are available for 30 days while secure documents are available for the period specified by College Board. You can access the Inbox from any page in TIDE to either download the file or archive the file for future reference. You can also delete the files you have exported, provided you have not archived them.

1. From the TIDE banner (see [Figure 46](#)), select **Inbox**. The **Inbox** page appears (see [Figure 41](#)). By default, TIDE displays the *View Documents* tab.
2. *Optional:* Select the file view from the available tabs:
3. **Inbox:** This is the default view and displays all the files except for the ones that you have archived.
4. **Archived:** Displays the files that you have archived.

Figure 41. Inbox – View Documents



5. *Optional:* To filter the files by keyword, enter a search term in the text box above the list of files. TIDE displays only those files containing the entered file name.

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6. *Optional:* To hide or display system labels, toggle






7. *Optional:* To hide files with a system label, unmark the checkbox for that system label.

8. *Optional:* To hide or display custom labels, toggle



9. *Optional:* To hide files with a custom label, unmark the checkbox for that custom label.

10. Do one of the following:

- a. To download a file, select the file name.
- b. To add a new custom label or apply an existing custom label, select .
 - To apply a new custom label, mark the checkbox, enter a new custom label in the text box, and select **Save New Label**.
 - To apply an existing custom label, mark the checkbox, enter an existing custom label in the text box, and select **Apply Label**.
- c. To archive a file, select .
- d. To delete a file, select .

About File Deletion

- Archived files cannot be deleted.
- You can delete files that you have exported, but you cannot delete secure documents uploaded to the Inbox by admin users.

P

Password Information

Your username is the email address associated with your account in TIDE. When you are added to TIDE, you receive an activation email containing a temporary link to the **Reset Your Password** page. To [activate your account](#), you must set your password within 15 minutes of the email being sent.

- **If your first temporary link expired:**

In the activation email you received, select the second link provided and proceed to request a new temporary link.

- **If you forgot your password:**

On the **Login** page, select **Forgot Your Password?** and then enter your email address in the *Email Address* field. You will receive an email with a new temporary link to reset your password.

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- **If you did not receive an email containing a temporary link or authentication code:**

Check your spam folder to make sure your email program did not categorize it as junk mail. If you still do not have an email, contact your test coordinator or district test coordinator to make sure you are listed in TIDE.

- **Additional help:**

If you are still unable to log in, contact the CB Help Desk for assistance. You must provide your name and email address.

Printing Records in TIDE

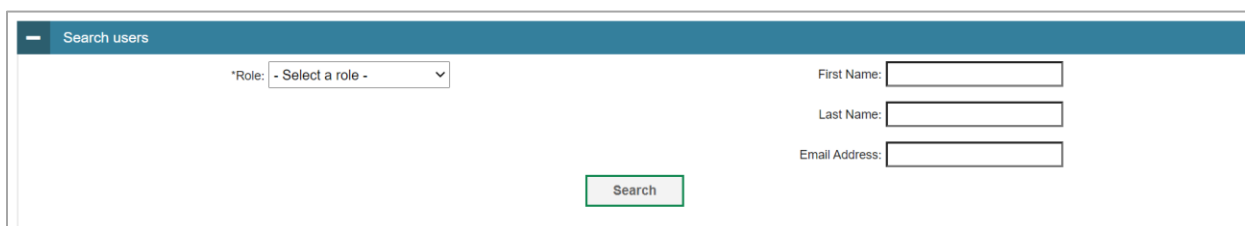
1. Retrieve the records you want to print by following the procedure in the section [Searching for Records in TIDE](#).
2. Do one of the following:
3. To print some records, mark the checkboxes for the records you want to print, select , select My Selected, and then select Print.
4. To print all records, select , select All, and then select Print.

S

Searching for Records in TIDE

Many tasks in TIDE require you to retrieve a record or group of records (for example, locating a set of users to work with when performing the **View/Edit/Export Users** task). For such tasks, a search panel appears when you first access the task page (see [Figure 42](#)). This section explains how to use this search panel and navigate search results.

Figure 42. Sample Search Panel



The screenshot shows a search panel titled "Search users". It contains a dropdown menu for "Role" with the text "- Select a role -". To the right, there are three text input fields labeled "First Name:", "Last Name:", and "Email Address:". Below these fields is a green "Search" button.

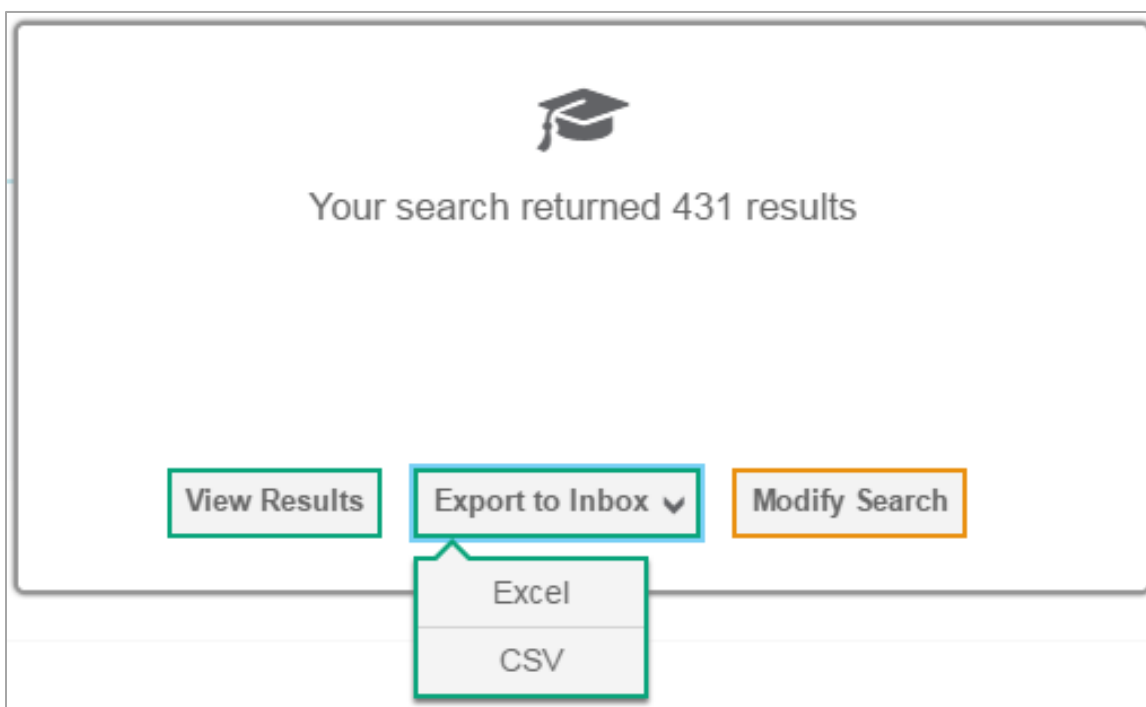
1. In the search panel, enter search terms and select values from the available search parameters, as required. Some fields may allow you to select multiple values. For example, the school and grade drop-down lists on the student search pages and discrepancy resolution pages will allow you to select one, multiple, or all values. Similarly, the **Test Section** drop-down list on the **Plan and Manage Testing** page will allow you to select one, multiple, or all values.

The search parameters available in the search panel depend on the record type. Required search parameters are marked with an asterisk.

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2. *Optional:* If the task page includes an additional search panel, select values to further refine the search results:
 - To include an additional search criterion in the search, select it and select Add or Add Selected as available
 - Optional: To delete an additional search criterion, select it and select Remove Selected. To delete all additional search criteria, select Remove All.
3. Select **Search**.
 - If searching for users, students, students' test settings, proceed to step [4](#).
 - If searching for other types of records, such as rosters, to step [7](#).
4. In the search results pop-up window (see [Figure 43](#)) that indicates the number of records that matched your search criteria and provides you with options to view or export the records or modify your search parameters, do one of the following:
 - To view the retrieved records on the page, select **View Results**. This option is not available if TIDE detects that this action might adversely affect its performance.

Figure 43. Search Results Pop-up Window

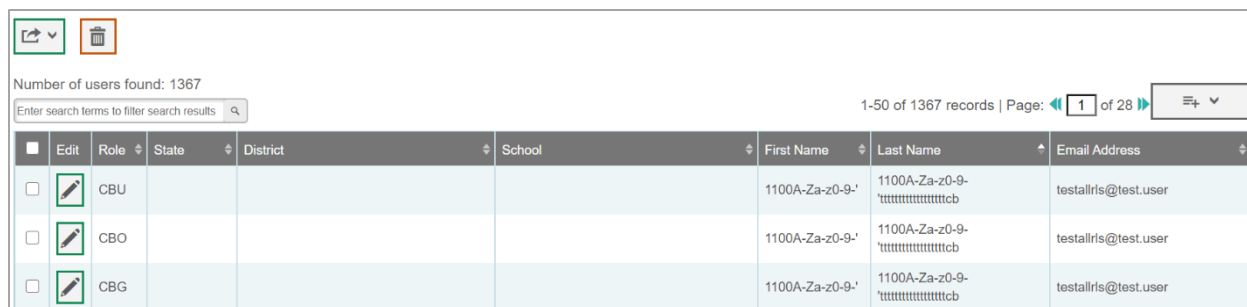


- To export the retrieved results to the Inbox, select **Export to Inbox** and select the file format (CSV or Excel) in which the data should be exported. You can navigate away from the page and perform other tasks if required. When your file is available for download, you will receive an email to the email account registered in TIDE. After receiving the email, you can download the exported file from the Inbox (see [Inbox Files](#)).

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- To return to the page and modify your search criteria, select **Modify Search**. Repeat steps 1–3.
5. The list of retrieved records appears below the search panel (see [Figure 44](#)).

Figure 44. Sample Search Results



| | Edit | Role | State | District | School | First Name | Last Name | Email Address |
|--------------------------|------|------|-------|----------|--------|-----------------|-----------------|---------------------|
| <input type="checkbox"/> | | CBU | | | | 1100A-Za-z0-9-' | 1100A-Za-z0-9-' | testalr@s@test.user |
| <input type="checkbox"/> | | CBO | | | | 1100A-Za-z0-9-' | 1100A-Za-z0-9-' | testalr@s@test.user |
| <input type="checkbox"/> | | CBG | | | | 1100A-Za-z0-9-' | 1100A-Za-z0-9-' | testalr@s@test.user |

6. *Optional:* To filter the retrieved records by keyword, enter a search term in the text box above the search results and select . TIDE displays only those records containing the entered value.
7. *Optional:* To sort the search results by a given column, select its column header.
- To sort the column in descending order, select the column header again.
8. *Optional:* If the table of retrieved records is too wide for your browser window, you can select and at the sides of the table to scroll left and right, respectively.
9. *Optional:* If the search results span more than one page, select or to view previous or next pages, respectively.
10. *Optional:* To hide columns, select (if available) and uncheck the checkboxes for the columns that you wish to hide. To show columns again, mark the applicable checkboxes.

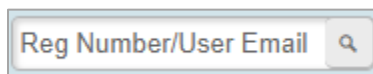
Searching for Students or Users

A *Reg Number/User Email* field appears in the upper-right corner of every page in TIDE. You can use this field to navigate to the **View and Edit Student** or **View/Edit User: [User's Name]** form for a specified student or user.

11. In the *Reg Number/User Email* field, enter a student's Registration Number or a user's email address. The Registration Number or email address must be an exact match; TIDE does not search by partial Registration Number or email address.
12. Select . The **View and Edit Student** or **View/Edit User: [User's Name]** form for that student or user appears.

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Figure 45. Reg Number/User Email


 A rectangular search box with a light blue border. Inside, the text "Reg Number/User Email" is displayed in a blue font, followed by a magnifying glass icon on the right side.

Sending Files from the Inbox

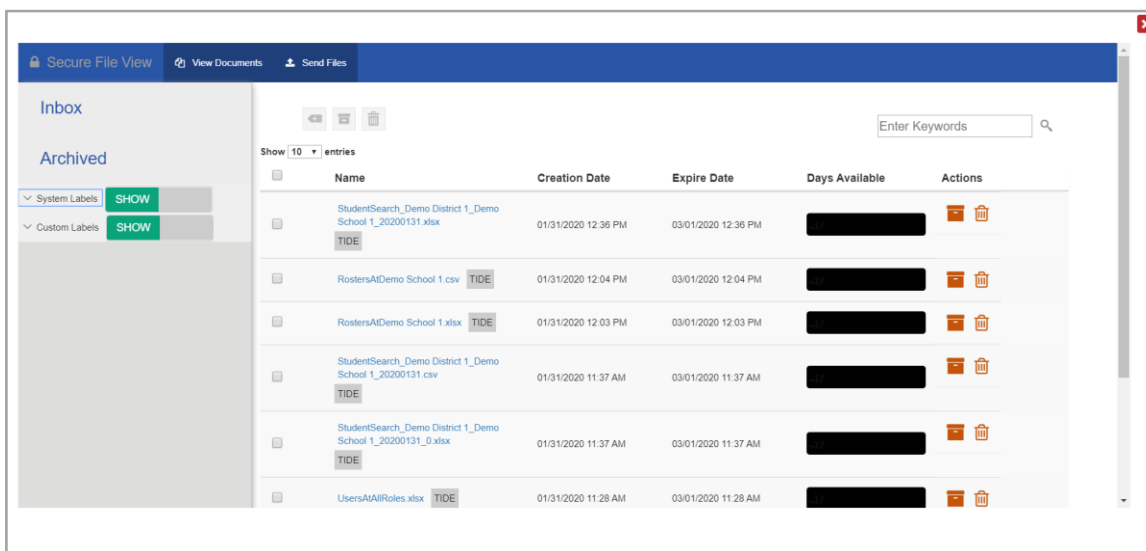
You can send a file or files from TIDE to individual recipients by email address or to groups of recipients by user role.

1. From the TIDE banner (see [Figure 46](#)), select **Inbox**. The **Inbox** page appears (see [Figure 47](#)). By default, TIDE displays the *View Documents* tab.

Figure 46. TIDE Banner



Figure 47. Inbox – View Documents



2. Select the **Send Files** tab. The **Send Files** page appears (see [Figure 48](#)).

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Figure 48. Inbox – Send Files

3. In the *Select Recipients* field, do one of the following:
 - a. Select **By Role** to send a file or files to a group of users by user role.
 - b. Select **By Email** to send a file or files to a single recipient by email address.

If you select **By Email**, skip to step [50](#)

4. In the *Select Role(s)* field, select the role group to which you want to send a file or files. A drop-down list appears (see [Figure 49](#)).
5. From the drop-down list, select the role(s) to which you want to send a file or files. You can choose **Select all** to send a file or files to all roles in the selected role group.

Figure 49. Send Files – Select Roles

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- From the *Select Organization(s)* drop-down lists, select organizations that will receive the file(s) you send (see [Figure 50](#)). These drop-down lists adhere to TIDE's user role hierarchy. For example, district-level users will be able to filter at their role level and below.

Figure 50. Send Files – Select Organization(s)

The screenshot shows a web interface for sending files. At the top is a navigation bar with 'Secure File View', 'View Documents', 'Send Files', and 'Upload'. The main section is titled 'Select Recipients'. It has two tabs: 'By Role' (selected) and 'By Email'. Under 'By Role', there are three radio buttons: 'State roles', 'District roles' (selected), and 'School roles'. Below these is a dropdown for 'District Roles' showing 'All selected (3)'. The next section is 'Select Organization(s)', which contains a 'State' dropdown set to 'Connecticut - 000000' and a 'District' dropdown set to 'None selected'. At the bottom is the 'Add File' section with a 'Choose File' button and a 'Browse' button.

- If you selected **By Role** in step 3, skip this step. If you selected **By Email** in step 3, enter the email address of the recipient to whom you wish to send a file or files.
- To select a file or files to send, in the *Add File* field, select **Browse**. A file browser appears.
- Select the file(s) you wish to send. You may send up to 10 files totaling no more than 20MB at once.
- Select **Send**.

T

Test Opportunity Status Descriptions

You can view descriptions of each status in the table below when you [view reports of test status codes](#).

| Status | Definitions |
|-------------|---|
| Approved | The TA has approved the student for the session, but the student has not yet started or resumed the test. |
| Completed | The student has submitted the test for scoring. No additional action can be taken by the student. |
| Expired | The student's test has not been completed and cannot be resumed because the test has expired. |
| Invalidated | The test result has been invalidated. |

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| Status | Definitions |
|-----------|---|
| Paused | The student's test is currently paused (as a result of one of the following): <ul style="list-style-type: none"> • The student idled for too long (more than 20 minutes) and the test was automatically paused. • The proctor stopped the session the student was testing in. • The proctor paused the individual student's test. • The student's browser or computer shut down or crashed. |
| Pending | The student is awaiting TA approval for a new test opportunity. |
| Reported | The student's score for the completed test in TDS has passed the quality assurance review and has been submitted to the College Board. |
| Review | The student has answered all test items and is currently reviewing his or her answers before submitting the test. (A test with a "review" status is not considered complete.) This is only applicable to students taking the Questionnaire. |
| Started | The student has started the test and is actively testing. |
| Submitted | The students' responses have been submitted. This is only applicable to the Questionnaire. |

U

User Role Permissions

Each user in TIDE has a role, such as a district-level user or a proctor-level user. Each role has an associated list of permissions to access certain features within TIDE.

The table below indicates which users can access specific features and tasks within each CAI system. The corresponding user guide for each system contains complete information about each feature.

| Task or Site | STATE* | DTC* | DA* | PR* |
|--|--------|------|-----|-----|
| Access to Test Information Distribution Engine (TIDE) Features and Tasks | | | | |
| Set Up User Accounts | | | | |
| Add New User Accounts | ✓ | ✓ | ✓ | |
| Modify Existing User Accounts | ✓ | ✓ | ✓ | |
| Upload User Accounts | ✓ | ✓ | ✓ | |
| Register Students | | | | |
| Modify Existing Student Accounts | ✓ | ✓ | | |

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| Task or Site | STATE* | DTC* | DA* | PR* |
|--|--------|------|-----|-----|
| Specify Student Test Settings and Tools | | ✓ | ✓ | |
| Upload Student Test Settings and Tools | | ✓ | ✓ | |
| View Student Distribution Reports | ✓ | ✓ | ✓ | |
| Manage Rosters | | | | |
| Add New Rosters | ✓ | ✓ | ✓ | ✓ |
| Modify Existing Rosters | ✓ | ✓ | ✓ | ✓ |
| Upload Rosters | ✓ | ✓ | ✓ | ✓ |
| Print Test Tickets | | | | |
| Print Test Tickets from Student Lists | ✓ | ✓ | ✓ | ✓ |
| Print Test Tickets from Roster List | ✓ | ✓ | ✓ | ✓ |
| Monitor Test Progress | | | | |
| View Reports of Students' Current Test Status | ✓ | ✓ | ✓ | ✓ |
| View Reports of Students' Current Test Status by Registration Number | ✓ | ✓ | ✓ | ✓ |
| View Report of Test Completion Rates | ✓ | ✓ | ✓ | ✓ |
| View Report of Test Status Code Report | ✓ | ✓ | ✓ | ✓ |
| Test session status reports | ✓ | ✓ | ✓ | |

* STATE—State Coordinator; DTC—District Test Coordinator;

DA—Digital Admin; PR—Proctor

** Roles have view-only access to this feature.

V

Valid Values for Tool Names in the Test Settings Upload File

| Tool Name | Description | Valid Values |
|-------------------------------------|--|---|
| Test Time and Breaks | Regulates the amount of time that is available for a given assessment. | Standard Time Time and One-Half (+50%) Double Time (+100%) More than Double Time (>+100%) Extra/Extended Breaks-Standard Time |
| Text-to-Speech/Assistive Technology | Text-to-Speech (TTS) allows parts of the test to be read aloud. Assistive Technology (AT) enables features compatible with AT devices. | TTS: Read Text Only TTS: Read Text and Graphics AT: Jaws, NVDA, Braille Display, etc. None |
| Zoom Font Size | Sets font size for presentation of test content. | Level 0 = 12 pt. (No zoom applied) Level 1 = 24 pt. Level 2 = 31 pt. Level 3 = 41 pt. Level 4 = 51 pt. Level 5 = 85 pt. Level 6 = 172 pt. Level 7 = 229 pt. Level 8 = 340 pt. |

| Tool Name | Description | Valid Values |
|--------------------------|---|--|
| Color Contrast | Sets the color of the text and background in the test. | None = Black on White Blue Light Blue Black on Cream Gray Light Gray Green Light Green Inverted = White on Black Magenta Light Magenta Medium Gray on Light Gray White on Navy Yellow Light Yellow Yellow on Blue |
| Mouse Pointer | Sets the size and color of the mouse cursor. | System Default Large Black Extra Large Black Large Green Extra Large Green Large Red Extra Large Red Large Yellow Extra Large Yellow Large White Extra Large White |
| Streamline Mode | Displays test content vertically for enhanced accessibility. | OFF ON |
| Permissive Mode | Allows certified accessibility software to be used with the secure browser. | OFF ON |
| Four-Function Calculator | Four-function calculator for Math test – No Calculator with prior approval. | OFF ON |

Customer Service and Support

If this document does not answer your questions, please contact the College Board.

College Board School Day Customer Service

Phone: 855-373-6387

Follow the prompts for digital testing and listen to the options for your area of concern. Support options include the following:

- General College Board assessments questions and policies
- Technical support with CAIs digital testing systems, such as TIDE or TA Interface

Email: schooldayassessments@collegeboard.org

If you are calling for technical support, you will be asked to provide as much detail as possible about the issues you encountered.

Include the following information:

- Test coordinator name and IT/network contact person and contact information
 - Registration numbers of affected students. Do not provide any other student information as doing so may violate FERPA policies.
 - Test Session ID for the affected student tests
 - Operating system and browser version information
 - Any error messages and codes that appeared, if applicable
 - Information about your network configuration:
 - Secure browser installation (to individual machines or network)
- Wired or wireless Internet network setup